Conditional Admission:
Online Application Instructions

1. First time students will need to create an account by filling out all the required details. You will receive an account creation confirmation email after you submit the form.

   If you already have an account, login with your Username and Password. If you have forgotten your Username or Password, click the Forgot Username/Password? link and enter the email used to create the account. Your Username and Password will be sent to your email.

![Image of sign-in page with options to create an account or sign in]

2. In the confirmation email, you will need to click the verify your email link to verify the account and sign in.
3. Fill out all the required fields on the application and click **Save** to complete it later or click **Next** to proceed.

4. When you proceed to the Requirements section of the Application Form, you will be able to see the Form Summary.
5. Upload the required documents and enter the appropriate **Description**. You will not be able to submit the application without uploading these documents.

6. After all the required documents are attached, submit the form.
7. Click on the **Summary** button to check on pending documents and make the payment.

![Summary button](image)

8. Mail your **Official Transcript** or **Graduation Certificate** and click the **Make Payment** link to pay the $110 processing fee by credit card.

Note: Your application will not be processed without the payment.

![Application details](image)

9. You will receive an email confirming your application. This email will include the list of documents you need to send via mail to complete your application.

You can visit the **Self-Service Center** ([http://cies.sjsu.edu/apply](http://cies.sjsu.edu/apply)) any time to view your application.